

EX. 11

Confidential

Instructions

HR: Complete form below. Provide a copy to employee. Scan completed documents and email to EmployeeServicesCenter@twcable.com.

**Employer Response to Employee Accommodation Request**

PSID#: (HR Use Only)	1177265	EID#:	E180669	Date:	1/9/2015
Employee Name:	Heather Trautman	Supervisor:	Adrienne Greth		
Line of Business:	Business Services				
Please check one:					
<input type="checkbox"/> Approved – All or part of employee's accommodation(s) request is approved					
<input type="checkbox"/> No Medical – The medical certification requested was not returned					
<input type="checkbox"/> Medical No Support – The medical certification did not support a reasonable accommodation					
<input checked="" type="checkbox"/> Request No Support – The request and accommodation are not related to an essential function of the employee's job					
<input type="checkbox"/> Employee Refused Accommodation – Employee refused offer of accommodation					
<input type="checkbox"/> Employer Cannot Reasonably Accommodate – TWC cannot provide an accommodation that is reasonable without undue business hardship					
<input type="checkbox"/> Employee Did Not Respond – Employee did not respond to contact requests. (Employee may reengage at any time)					
Summary of issue that prompted interactive process with employee:					
Heather requested an accommodation through her manager/HR to allow her to either work from home or work from the office with a revised schedule due to an anxiety condition diagnosis that affects her commute to and from the office.					
Accommodations suggested or considered:					
Heather requested to be able to work in the office from 7 am – 2 pm and then finish the rest of her shift at home to avoid anxiety and panic attacks.					
Her manager offered her an alternate schedule option of 7 am – 4 pm office hours based on business needs and position requirements.					
Summary of decision to provide or business reason to reject accommodation: (If rejecting an accommodation, please contact the Law department)					
The request and accommodation are not related to an essential function of Heather's job, therefore, Heather's original schedule accommodation request of 7 am – 2 pm office hours and a one hour work from home schedule was denied. Heather's position requires her to work from the office during normal business hours and is not a work from home position. Heather was offered the alternative schedule accommodation described above as a courtesy.					
Print HR Approval Name:	Amy Vitela				
HR Approval Signature:				Date:	1.9.2015

Revision: May 2014

 TRAUTMAN
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